

## COHORT YEAR ASSIGNMENT POLICY FOR STUDENTS ENTERING HIGH SCHOOL FOR THE FIRST TIME

This document is designed to provide extra guidance regarding assigning a High School Entry Year for students who transfer in from homeschool, a foreign country, or whose educational background is unknown. The original guidance published on 5/18/2012 can be found [on the ADM History page](#).

### DOCUMENTATION AVAILABLE:

If students have a transcript or other documentation of prior high school enrollment, they shall be assigned to the cohort that corresponds with their first documented enrollment in any high school grade or grade 9, anywhere in the world.

### EXAMPLE:

1. In the 2018-19 school year, a district enrolls a student who has recently moved to the US from France. The student presents the district with transcripts indicating that they attended high school in France during the 2016-17 school year, but not before. The district must assign the student a cohort year of 2016-17, irrespective of the district's evaluation of the student's proficiency.

### NO DOCUMENTATION AVAILABLE:

If there is no available documentation of prior high school enrollment, the cohort year may be set at the discretion of the first Oregon public school or district to enroll the student in any high school grade, to a cohort year determined by the district or school to most closely align with the student's educational achievement and/or proficiency, but not more than three school years before the school year the student first enrolls with them in high school.

For example, if a student enters a high school during the 2020-21 school year, and there is no available documentation of prior high school enrollment, the district or school that the student first enters may either assign them the cohort year 2020-21 or assign them a cohort year of 2017-18, 2018-19, or 2019-20, based on the district's assessment of the student. The school or district may not assign a cohort year of 2016-17 or earlier, or a cohort year later than 2020-21, to a student who first enrolls in a high school grade with them in 2020-21.

A cohort year may be set in this way only once. After the initial determination of the student's appropriate cohort year has been made, no changes shall be allowed, except in the event of data misentry, misinformation/miscommunication at the time the year was set, or the discovery of documented evidence of high school enrollment. Later determinations of the

student's proficiency, or the student's subsequent progress in high school, shall not be grounds for reassignment of the student's cohort year.

There is an exceptions for students who first enrolled in high school after March 13, 2020 when schools were physically closed due to the COVID-19 pandemic. In this situation, if 9th grade student enrolled after March 13, 2020 (but before the end of the school year) remains in the 9th grade for the 2020-21 school year, the district may appeal to set the cohort year to 2020-21.

#### **EXAMPLES:**

1. In the 2020-21 school year, a district enrolls a student who was registered with the ESD as a homeschooled student during the 2019-20 school year. The student's parents say that they have not attended high school before, and there is no documentation of any prior high school enrollment. The district evaluates the student's educational achievement and, based on the number of high school proficiency credits awarded, determines that the student is most appropriately a member of the 2018-19 cohort (that is to say, in the enrolling school or district's opinion, the student's proficiency is closest to that expected of an average student who is in their third year of high school.) The district should set the student's cohort year to 2018-19 the first time that they enroll them.
2. In the 2020-21 school year, a district enrolls a student who has no documentation of prior high school enrollment and determines the high school entry year based on the age of the student to be 2017-18. The district later receives a transcript showing that the student didn't start high school until the 2018-19 school year. The district may appeal to change the high school entry year to 2018-19.
3. In the 2020-21 school year, a district enrolls a student who claims to have had high school in the 2017-18 school year but has no documentation. The district chooses to set the high school entry year to 2017-18 based on this communication. Later, the district determined that there never could have been prior high school enrollment and the student's claim must have been misinterpreted/misinformed. Even though no further documentation has been received, the district may appeal this decision and set a high school entry year of 2020-21.
4. A district enrolls a 9th grade student who has no documentation of prior high school enrollment after March 13, 2020 when schools were physically closed due to the COVID-19 pandemic. At the time of enrollment, the student's high school entry year was set to 2019-20. The student remains in the 9th grade for the 2020-21 school year. Even though the student's first enrollment year in high school was 2019-20, due to the extenuating circumstances created by COVID-19, the district may appeal to set the high school entry year to 2020-21.

## TO REQUEST A COHORT YEAR CHANGE UNDER THIS POLICY:

1. Complete the [High School Entry Year Correction Template](#).
2. Send it via [Secure File Transfer](#) to your [Regional ESD Partner](#). Be sure to note the student's education history on the template.

For more information on High School Entry Years, see the [Cumulative ADM Manual](#).